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STANDARD FORM NO. 64

Approved For Release 2001/05/10 : CIA-RDP80-0100050039-3

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 7 May 1953

FROM : Acting Chief, Administrative Staff, Logistics Office

SUBJECT: Weekly Activity Report

## 1. GENERAL

### (a) Agency Regulations (continued item)

Ten regulations initiated by this Office have been submitted in draft form for internal coordination. The two essential Real Estate regulations for Headquarters concerning accountability and acquisition, have been fully staffed and will be submitted to the Regulations Control Staff this date.

### (b) Central Processing Branch - Personnel Movement Branch (continued item)

No change.

### (c) Status of Slotting Against New T/O (continued item)

Slotting of employees against the new T/O is 75% complete.

### (d) Career Service Board Accomplishments (new item)

The Career Service Board met at 9:30 A.M., Tuesday, 5 May 1953, and nominated [redacted] to attend the Defense War Colleges, Mr. [redacted] was appointed Secretary of the Logistics Office Career Service Board to replace Mr. [redacted]

## 2. PROJECTS AND STUDIES IN PROGRESS

### (a) Use of [redacted] Bills of Lading (continued item)

Memo to the Comptroller has been prepared and it is expected that it will be signed by the Chief of Logistics this week.

### (b) Internal Security (continued item)

No change.

### (c) Covert Vehicle Branch (continued item)

No change.

*Card  
This is too limited. It should cover all areas of this office, pointing up position, special accomplishments & deficiencies.*

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*Transmittal*

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3. OTHER ITEMS OF INTEREST

- (a) Agreement as to Disciplinary Action for Warehouse Employees (new item)

Our Personnel Officer and the Assistant Chief of Facilities Staff for the Departmental Depot reached final agreement with the Personnel Relations Branch and Research and Planning Staff of Personnel Division (c) on a new schedule of standard disciplinary measures for Warehouse employees of Supply Division.

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- (b) Security Measures Accomplished at [REDACTED] (new item)

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The Logistics Office Security Officer has established a visitor procedure for [REDACTED] also a control for personal removal of items from the Station.

5. MAJOR OBJECTIVES

- (a) Career Service Program (continued item)

No change.

- (b) Logistics Office Training Program (continued item)

No change.

- (c) Identification of Logistics Positions (continued item)

No change.

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LO/AS/GM/mel (7 May 1953)

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